

**ASSOCIATE ADMINISTRATOR
OF COMMUNITY SERVICES
FOR THE DEVELOPMENTALLY DISABLED**

Pay Grade: 29A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Habilitative Service Manager of the State Operated Facilities in the development, direction, review and coordination of community staff in rendering services to the developmentally disabled and their families within the community; to plan, organize, coordinate, and direct a comprehensive state-wide individually designed program which will provide individual or group residential services and/or day activities to the developmentally disabled individuals who may benefit from the unique and innovative services offered by this office; to design, direct and implement comprehensive programs to meet individual needs of specific consumers with developmental disabilities; to coordinate the work of staff with other disciplines as required.

SUPERVISION RECEIVED: Works under the general supervision of the Habilitative Service Manager from whom general, and occasionally, specific assignments are received with a considerable degree of latitude for the exercise of initiative and independent judgement; work is subject to review upon completion through conferences and reports for results obtained and conformance to established policies, laws, rules and regulations.

SUPERVISION EXERCISED: Assists in the planning, direction, coordination and supervision of direct care and professional staff engaged in providing community services to the developmentally disabled; responsible for various classes of employees to initiate, plan, coordinate, supervise and review the work of subordinates; and provide written reports as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting the Habilitative Services Manager in the development direction, review and coordination of community services rendered to the developmentally disabled and their families within the community.

To interview parents, advocates, consumers, and others to determine specific needs.

To work with consumers and others to design programs and services.

To establish and maintain relationships with consumers, their advocates and others.

To conduct program audits of rehabilitation programs and community group homes to determine that community needs of the developmentally disabled are being met.

To establish and maintain relationships and communication with private and state providers of service to developmentally disabled individuals.

To actively seek out consumers not currently being served by State Operated Facilities.

To coordinate new services with existing services.

To initiate plans to meet specific consumer needs.

To coordinate the planning for consumer satisfaction.

To be responsible for directing and coordinating the work of staff engaged in the custody, guidance, and training of developmentally disabled consumers.

To direct subordinates in meeting specific consumers needs.

To assist, within a community-based setting, in the development and operation of an educational and recreational program for such clients, with the purpose of developing and improving their social capacities, emotional stability and general habilitation to community living.

To design programs to meet the needs of consumers.

To provide on-the-job training.

To direct subordinates to implement care programs.

To design, or direct to be designed, specific day activities to meet the needs of consumers.

To evaluate programs and make appropriate reports.

To maintain consumer centered documentation.

To maintain necessary fiscal records and reports.

To report to superiors on the progress of Individually Designed Services.

To coordinate and review direct residential care services within a program designed to provide for, and maintain, the general health and welfare of such consumers.

To direct a Management Information system to include a comprehensive unit train plan, a tracking system for physical properties, repairs renovation and transportation system.

To assist in the review of federal and state legislation as it pertains to residential living and programming for a developmentally disabled population.

To assist in the development of a sound and efficient public relations program involving the needs of, and the community services available to, the mentally retarded and developmentally disabled and their families within the community setting.

To act as Habilitative Service Manager in his/her absence

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge state operated facilities and private providers of service to individuals with developmental disabilities; a broad knowledge of the spectrum of need of the developmental disabilities individual and his family; a strong ability to communicate with consumers, their families and advocates; ability to design and direct a growing and expanding program and related capacities and abilities; a thorough knowledge of rehabilitation procedures with specialized knowledge in the area of community services for the developmentally disabled and the ability to apply such knowledge in assisting in the development, direction, review and coordination of community service programs to meet the needs of consumers within a community setting; a thorough knowledge of community resources and the ability to apply such knowledge in providing social and rehabilitative services to the developmentally disabled and their families; a working knowledge of Federal and State legislation pertaining to community services for the developmentally disabled; the ability to conduct program audits and review of rehabilitation programs and community group homes to determine their effectiveness; the ability to assist a superior in supervising a professional staff engaged in providing community services to the developmentally disabled; the ability to participate, with superiors, in the development of policies and procedures for community services for the developmentally disabled; the ability to serve as a consultant to various State, Federal, community agencies providing services to the developmentally disabled in the community; the ability to establish and maintain close working relationships with various Federal, State, community and private agencies; the ability to communicate effectively with divergent groups within the community and to assist in establishing a public relations program defining the need of, and the community services available to, the developmentally disabled and their families and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Education, Psychology, Social Sciences, or related field; and

Experience: Such as may have been gained through: more than two years experience in providing and/or designing day and/or residential services to developmentally disabled individuals.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997

Editorial Review: 3/15/03